

CHAPTER 5 - THE FLORIDA DEPARTMENT OF
TRANSPORTATION

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Introduction

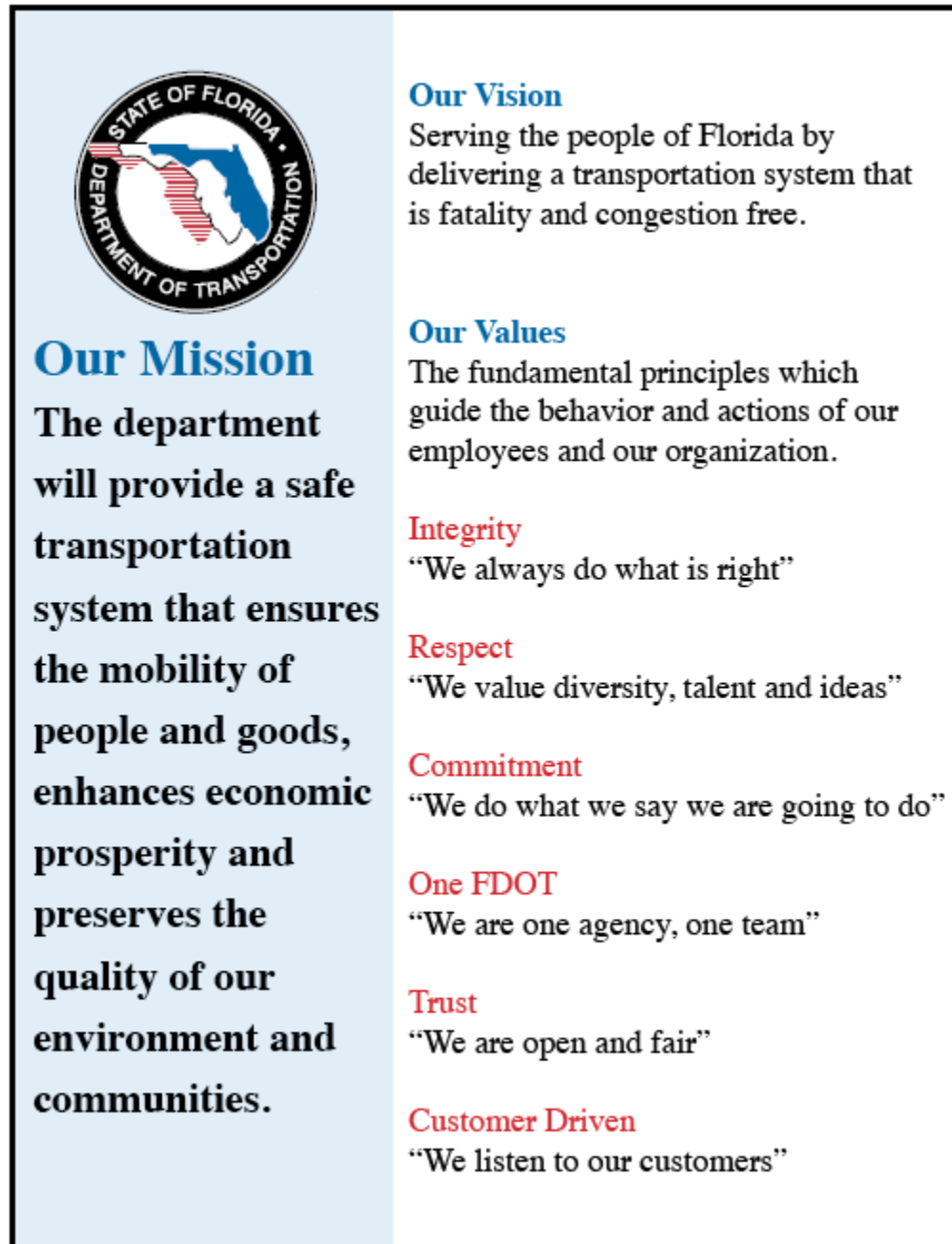
The [Florida Department of Transportation \(FDOT\)](#) is a significant and vital state agency. Some statistics attest to this fact:

- A typical FDOT fiscal year budget is over \$9 billion.
- FDOT has approximately 8,000 employees.
- A typical FDOT Five-Year Work Plan includes over \$35 billion in transportation projects.
- FDOT is among the largest agencies in the State of Florida, accounting for nearly ten percent of the total state budget and 6 percent of the total state employees.
- FDOT oversees 775 aviation facilities, 15 seaports, over 2900 miles of railroad and over 3400 miles of navigable waterways.

This impressive program is operated in large part by the successful execution of projects; these include studies, designs, construction and maintenance. Project Managers (PMs) are a key component in maintaining the excellent reputation for service delivery enjoyed by the Department.

Figure 1 outlines the Department's mission and values.

Figure 1
FDOT Mission & Values



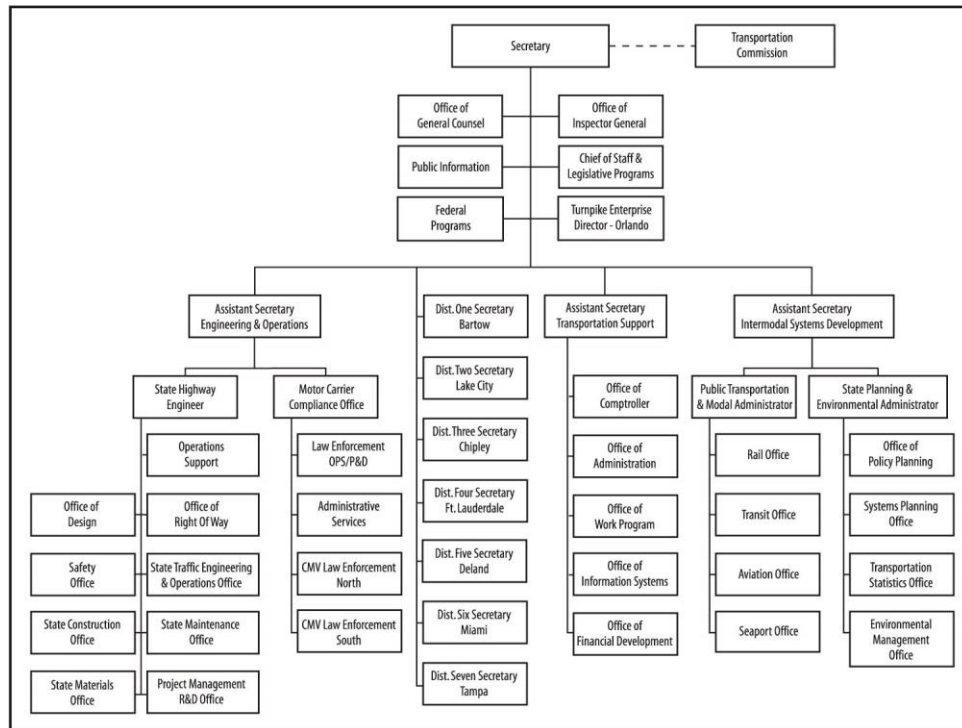
Part I, Chapter 8 of this handbook, The Transportation Planning Process, explains how the transportation goals are translated into prioritized projects.

Organization

The Florida Department of Transportation is led by a Secretary of Transportation, who is appointed by the Governor and reports to the Transportation Commission.

Figure 2, FDOT Organization Chart, defines the department's organizational structure.

Figure 2
FDOT Organization Chart



Districts

The FDOT is a decentralized organization, with much of the day-to-day business of the Department conducted by seven districts, managed by District Secretaries. The Turnpike Enterprise operates much as a district, with the unique characteristics of operating toll facilities statewide and generating revenues from the tolls. The major difference is a unique source of funding. The districts are organized somewhat differently, but each has three major areas of responsibility:

- **Support:** responsible for human resources, facilities, Fixed Capital Outlay, financial services, procurement, work program and performance management.
- **Development:** responsible for planning, project development, environmental studies, roadway and bridge design, right of way, and surveying and mapping.

- **Operations:** responsible for construction, maintenance, traffic operations, materials and safety.

Also important are many administrative functions which include personnel, human resources, contracting, information systems, facilities management and financial services.

Figure 3, FDOT District Offices identifies the locations and boundaries of the seven district offices.

Figure 3
FDOT District Offices

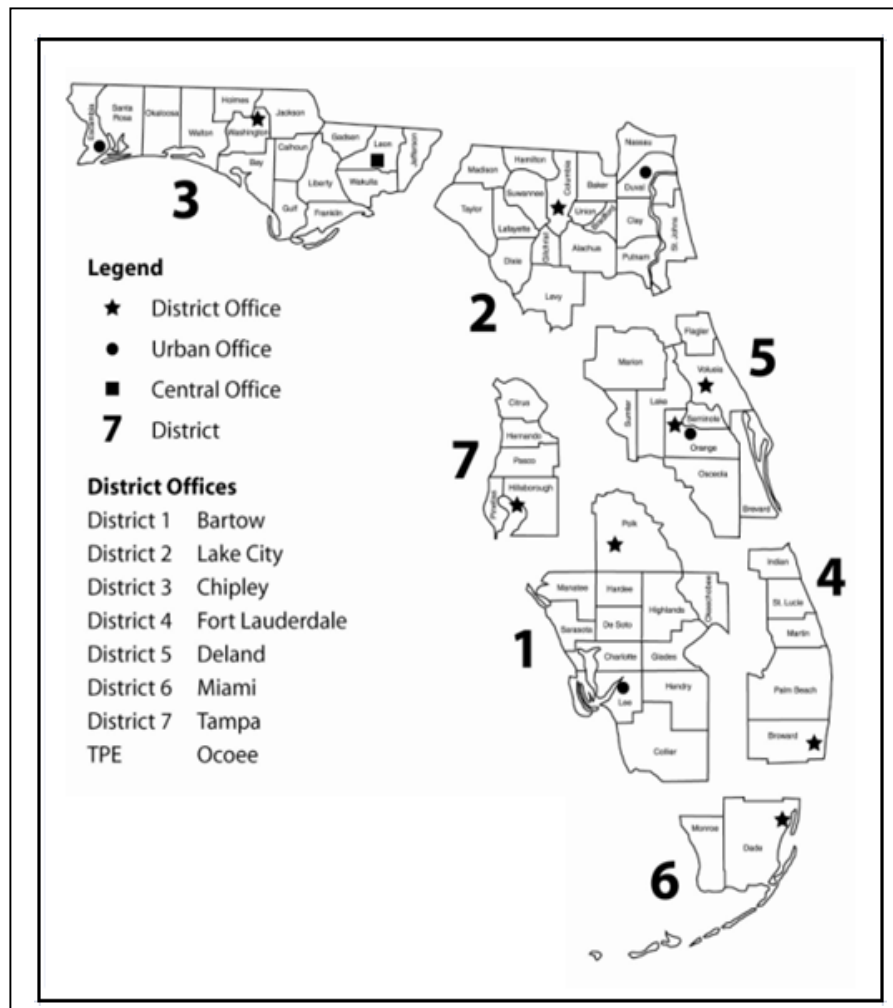
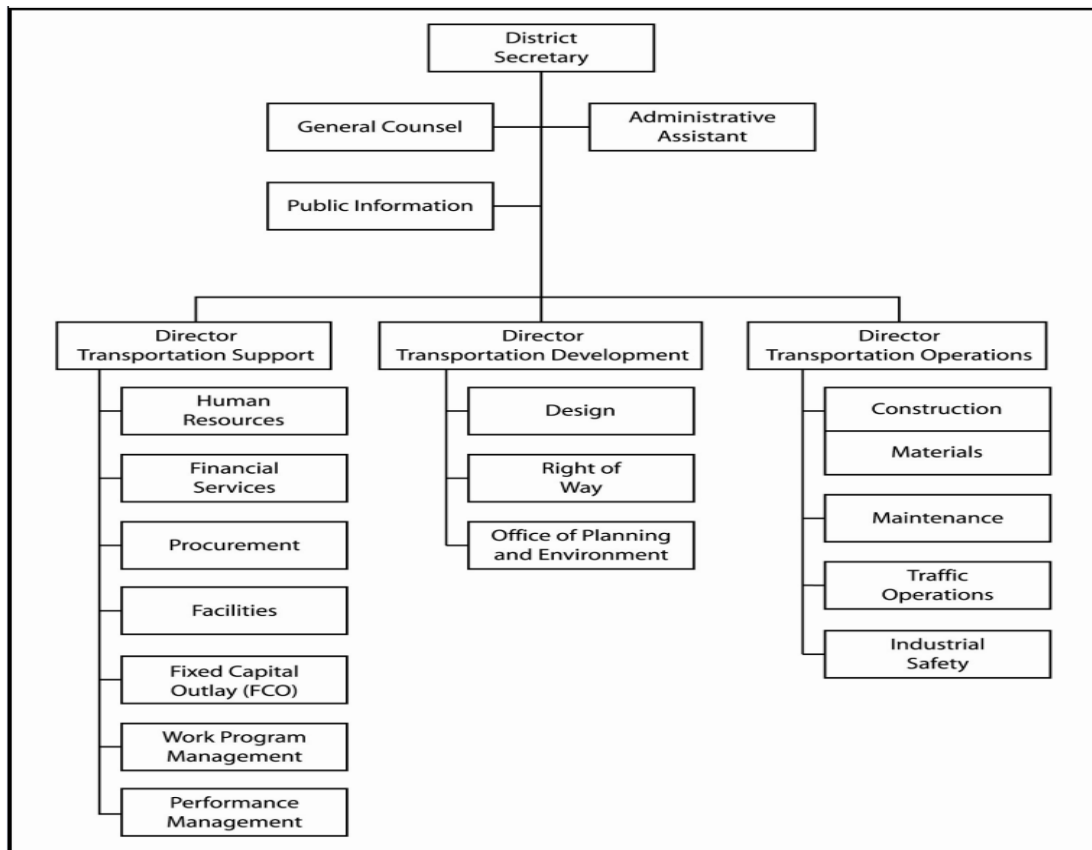


Figure 4, FDOT Typical District Organization Chart, shows a typical district office organizational structure.

It is important for a new FDOT Project Manager to become very familiar with the district organization. The following suggestions may be helpful:

- Develop a list of personal contacts in each office with whom you will have to coordinate on a day-to-day basis.
- Visit each support office and establish relationships early in your project. Remember that office heads are very busy and will have little time to spare.
- Seek out an experienced staff member who has the time and is willing to answer questions and share his/her knowledge.
- Respect the other individual's time constraints.
- Make appointments with key individuals and spend some time simply learning what they do, how you can effectively coordinate your project, and what pitfalls to avoid.

Figure 4
FDOT Typical District Organization Chart



State Policy Framework

The [Transportation Policy Framework](#) consists of laws, policies, procedures, plans and other documents.

Department Procedures are specific operating requirements and instructions that implement policy. The numbering, formatting and approval process of procedures can be found in **Procedure No. 025-020-002**, [Standard Operating System](#).

- FDOT forms and procedures are available on the [FDOT Forms and Procedural Documents](#) website.
- Project Managers must comply with all applicable procedures. Many of the more important procedures are referenced in the manual, but Project Managers should review the complete list to ensure that they are aware of all appropriate procedures.

Acronyms

As a governmental agency, the FDOT (and the highway engineering profession) frequently uses acronyms for ease of daily communication. People who use them daily tend to forget that they are even using them. People who are not familiar with the FDOT or who are new to highway engineering can find many baffling. The Appendix of this handbook contains a list of commonly used acronyms.